



BOARD MEMBER POSITION DESCRIPTION

Primary Function of NCCC

The North Carolina Composting Council, Inc. (NCCC) is an authorized affiliate organization of the US Composting Council (USCC) as approved by the USCC in April 2007. As a state-level affiliate, it is charged with promoting the programs and activities of the national USCC to advance composting and promote compost use, to enhance soils and provide economic and environmental benefits for our members and society. Its members envision that composters, generators of organic residues, policy-makers, regulators, professionals, and consumers will pursue this mission.

The Council is an active volunteer-run organization dedicated to the development, expansion, and promotion of the composting industry based upon sound science, principles of sustainability, and economic viability. It will achieve its mission by:

- encouraging and guiding research
- promoting best composting practices
- establishing standards
- educating professionals and the public
- enhancing product quality and markets

Overall Roles and Responsibilities of Board of Directors

Each Board member will provide leadership to the NCCC for the continuing success of the Association in meeting the needs of its membership. Responsibilities include:

- Determine the Organization's Mission and Purpose
Setting the fundamental direction and defining the purpose of the organization is the most important role of the Board. This is not "once and done," but is an ongoing process as the organization reacts to changes in its constituency and environment.
- Provide Proper Financial Oversight
This oversight is provided through review and approval of the annual budget, as well as review of the treasurer's report at the monthly board meeting. The board adopts financial policies and procedures, monitors financial performance, assures that appropriate controls are in place and requires an annual audit or financial review.
- Ensure Adequate Resources
Providing adequate resources is first and foremost a Board responsibility. Board members carry out this responsibility by attending and supporting organization programs, encouraging others to join the organization and support its activities, calling on and sharing vendor and supplier contacts for sponsorships, volunteering time to support organization events, and paying dues on a timely basis.
- Ensure Legal and Ethical Integrity and Maintain Accountability
The Board carries out this responsibility by assuring that clear policies are adopted that define accountability and legal and ethical behavior by Board members and staff. The Board also ensures that the organization acts consistently within its bylaws and articles of incorporation.



- **Ensure Effective Organizational Planning**

The Board assures that a planning and monitoring process is in place to guide the organization and maintain accountability in achieving its mission and purpose.

- **Recruit and Orient New Board Members and Assess Board Performance**

Boards generally are self-sustaining in that they recruit members to fill vacancies and perpetuate the governance of the organization. Defining criteria for Board membership, assessing the need for skills and talent within the Board, identifying and recruiting new members to the Board, and assessing Board performance are all Board responsibilities.

- **Enhance the Organization's Public Standing**

The Board serves as a key link between the organization and the public, members, government and other constituencies. Not only should Board members be ambassadors for the organization, but should see that the organization's mission and accomplishments are communicated to its various constituencies.

- **Determine, Monitor, and Strengthen the Organization's Programs and Services**

Board members are key to assessing overall organization performance and relevance to its mission. Given limited resources, Boards also play a key role in setting priorities and determining how organizational resources should be allocated to carrying out the mission.

Schedule

Monthly Board meetings are scheduled roughly every 1st Tuesday of the month and last two hours. The Board has scheduled four (4) face-to-face meetings, which include the Board retreat scheduled in the Winter (typically January), a regular Board meeting in April, the Annual Member's Meeting in the Summer (typically June), and a regular Board meeting in November. The meetings in between are to be held through a web conference call. In general, Board Members commit at least 1-2 hours per week, and possibly more as certain projects are in development, and are expected to attend at least 50% of the meetings.

Terms and Elections

Each term shall be a maximum of 2 years or until Board member resigns or is terminated. Board members can be reelected for a maximum of 3 terms. Elections are to be held as needed. The Board of Directors shall be in charge of electing new Board members.

Essential Duties for Each of the Board of Directors

- Attends and participates actively in the Board meetings.
- Understands the concept of policy decision-making on behalf of the NCCC and takes responsibility for becoming fully informed on issues requiring such action. Demonstrates an understanding of the policy role of the Board and the administrative role of any future or present staff and follows all established Board policies.
- Solicits ideas, suggestions, and questions from member organizations as a means to evaluate the feelings of members on issues under consideration.
- Participates in the planning process, typically done at the annual retreat, to direct the future of the NCCC, and represents the interests of the Council's membership in determining needs and goals.
- Supports, monitors, and assists in the implementation and evaluation of the Council's Strategic Action Plans.



Essential Duties for Each of the Board of Directors (continued)

- Provides a communication link from the Board to the members by attending meetings and reporting on activities of the Board, using these opportunities to solicit feedback from members.
- Actively participates on at least one committee.
- Takes responsibility for leadership development by identifying individuals in the Council who have potential to be officers, committee members, and Board Members.
- Represents the Council to the membership and the industry by participating in NCCC programs and related events.
- Supports and defends policies and programs of the Council, including financially and verbally advocating NCCC, and utilizing member benefits and services wherever feasible.
- Performs other duties as may be assigned to this position.

NCCC Member Code of Ethics

- To regard composting in North Carolina as an important element to achieve zero waste goals, reduce greenhouse gas emissions, and create healthy soil amendment.
- To regard the composting Industry in North Carolina as a worthy and honorable profession; therefore, to voluntarily and continuously increase personal education as an associate of the industry.
- To be fair in all dealings with NCCC's associates; to adhere to all agreements, policies, and business practices that promote goodwill and mutual benefit; to always uplift and speak highly of, NCCC's associates.
- To be of honest service to NCCC's members and interested community, offering the best services and information possible; to strive in so doing to be fair in all dealings and thus command respect in the communities we serve.
- To be willing to serve the NCCC for the betterment of our profession, and to recognize that service in our organization is an investment in our future.
- To further this creative community by striving for excellence in every task, no matter how small, recognizing that organics are a resource that when transformed into compost can be used to benefit our environment by improving soils, growing healthy plants, and improving water quality.